

# Millersville University

## Career and Life Studies (CLS)

### Application Checklist

Dear Prospective Applicant:

Thank you for your interest in the Career and Life Studies (CLS) at Millersville University. Career and Life Studies provides students with an intellectual disability with an inclusive and comprehensive postsecondary education program to enrich their lives as they strive to attain their career, educational and life goals. The two-year program is offered through Millersville University's Educational Foundations Department. Students are immersed into the University attending required undergraduate courses, practicums and internships, student housing, and learning with peer mentors by engaging in student-life events, as well as pursuing community service.

Prospective student applicants must meet the following criteria to be considered for admission:

- Have a documented diagnosis of an intellectual and developmental disability as defined by the American Association on Intellectual and Developmental Disabilities.
- Enrolled in a secondary school with a transition plan supporting full engagement in the Career & Life Studies Certificate OR
- Holds a GED, Diploma or Certificate of Completion
- Be at least 18 years old before August 31st of the academic year.
- Be able to live in student housing with limited support.
- Have basic safety skills in unsupervised settings.
- Have support from family and a personal desire to gain necessary skills for self-determination, independent living and employment
- Independently navigate the campus of Millersville University

As you complete the application, please answer the questions fully, providing details and examples wherever possible. The information you provide will be treated confidentially. You may be called in for an interview as part of the selection process.

If you have any questions or assistance in completing this application, please contact the Career & Life Studies at 717-871-5963 or via email at [inclusivapse@millersville.edu](mailto:inclusivapse@millersville.edu). Application materials are available in alternate format upon request. Please submit all of the required application materials as listed on or before the deadline of February 20th.

**PLEASE SEND APPLICATION  
MATERIALS TO:**

Career & Living Studies (CLS)  
Attn: Jan Bechtel  
Millersville University  
Francine G. McNairy Library & Learning Forum  
P.O. Box 1002  
Millersville, PA 17551-0302  
or  
Email: [inclusivpse@millersville.edu](mailto:inclusivpse@millersville.edu)

**All of the following application documents must be received by February 20<sup>th</sup>.** These forms may be filled out electronically and submitted as e-mail attachments. Paper copies of the forms should be completed in blue or black ink and delivered by regular mail.

**Application Fee (\$40):**

- Personal or cashier's check payable to *Millersville University*

**Application Form:**

- Complete the online application
- You may save the application and complete it at your own pace
- A PDF version of the application is available for completion upon request

**Three (3) letters of recommendation: (Use CLS Recommendation Form)**

- Must be from work supervisors, teachers, guidance counselors, and others who know you well. May not be from family or friends
- Must be sent by a recommender directly to Career & Life Studies

**Personal Statement: Students will complete *two personal statement prompts***

- Describe the world you come from — for example, your family, community or school — and tell us how your world has shaped your dreams and aspirations.
- Tell us about a personal quality, talent, accomplishment, or contribution that is important to you. What about this quality or accomplishment makes you proud and how does it relate to the person you are?
- **PLEASE NOTE:** Personal statements can be submitted in a word document, audio or video format. The original copy submitted will not be returned. Word documents can be emailed to [Jan.Becht@millersville.edu](mailto:Jan.Becht@millersville.edu) and audio/video submissions can be mailed to the address provided for application materials.

**Documentation of disability: (both of the following)**

- Most recent Individualized Education Program (IEP)
- Psychological-Educational or Neuropsychological Evaluation (by a licensed professional and dated within 2yrs of your application date)

**Supporting documents:**

- Resume or summary of work history
- School transcripts or records (e.g. high school, college)